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State of Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

September 24, 2004

TO: WARDENS
HEADS OF STATE AGENCIES
DIVISION HEADS
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1
ADMINISTRATIVE REGULATION 107

TRAVEL REIMBURSEMENT

PURPOSE: To clarify the definition of "per diem" and out-of-state meal reimbursement.

CHANGES TO BE MADE:

Reference

Section III, D

Action Required

Change the paragraph to read:
"Per diem: A travel allowance paid in lieu of actual expenses which may include either a "subsistence" (meal) allowance, a subsistence allowance plus a portion of the daily allowance when the trip exceeds twelve hours, or a full daily allowance for overnight trips. The amount of the full daily allowance for overnight trips is based upon the number of nights spent away from base."

Section V.K.5

Insert after last sentence:
"An exception to the receipt requirement is allowed for meals when the daily total falls within limits as specified under section V.K.7."

Section V.K.7

Change paragraph to read:
"The price of meals must be reasonable for the location. For meal reimbursement:
a. Receipts must be provided with the expense account when the daily total for meals exceeds \$30.00 per day;

- b. When meals are provided during the travel, receipts must be provided with the expense account when the daily total for meals exceeds \$20.00 per day.
- c. Required receipts must include what was purchased, date, name and location of the restaurant, and the number of people served.
- d. Requests for reimbursement of meals must be itemized regardless of receipt requirement. (Section 41-4-54, **1975 Code of Alabama.**)”

Section V.M.

Add the following paragraph:

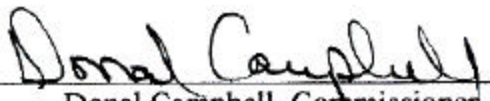
“ADOC Provided Meals

The ADOC may, at its discretion, provide meals in conjunction with meetings, training sessions, and similar business related events when doing so would result in an overall cost savings to the Department.

Employees attending such events are not eligible for a meal allowance.

(Attorney General’s Opinion, 6/30/1988)”

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate the required changes have been completed. Advise all personnel in your organization of the change to this regulation.



Donal Campbell, Commissioner